CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150
Department: Social Services
Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Resource availability	Delayed start of the Employee Information	Reschedule EAI start date to September 2009.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150
Department: Social Services
Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Delayed start of User Acceptance Test for the first Management Report deliverable.	Procure additional appropriately skilled Notes developer.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	Shortage of development staff due to leave for personal / life changes reasons.	Back-fill with available staff. Procure additional appropriately skilled Notes developer.

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150
Department: Social Services
Reporting Period: *From:* 4/1/09   *To:* 6/30/09

Project Manager to Sponsor

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Requirements Definition is generally progressing as scheduled. The Itinerary Scheduling subproject team has completed eight (8) of eight (8) use cases and continues technical design analysis. The Management Report subproject team has completed requirements and preliminary design for the Complaint Investigation Tracking Report. The team is behind in developing the report with testing estimated for mid August. The Employee Information Availability subproject has been placed on hold until September of 2009 to accomodate resource constraints.The Common Language Drop Down subproject team has began requirements/use case development and is on target.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Management Reports Development - CIT	7/16/09	8/14/09	Delayed	Challenges in technical design. Does not impact the project critical path.	
Itinerary Scheduling Requirements	7/31/09	7/31/09	On Target		
Employee Information Availability Requirements	9/24/09	9/24/09	On Hold	Resource availability. Does not impact the project critical path.	
Common Language Requirements	10/26/09	10/26/09	On Target		

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150

Department: Social Services

Project Manager to Sponsor

Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Deliverables	x			
Resources	x			
OneTime Cost	x			
Continuing Cost	x			

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150
Department: Social Services
Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Project Manager to Sponsor

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150

Department: Social Services

Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Management Reports Development - CIT	7/16/09	8/14/09	Delayed	Challenges in technical design. Does not	
Itinerary Scheduling Requirements	7/31/09	7/31/09	On Target		
Employee Information Availability Requirements	9/24/09	9/24/09	On Hold	Resource availability. Does not impact the project critical path.	
Common Language Requirements	40112	40112	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources	x			
One Time Cost	x			
Continuing Cost	x			

CA-PMM

Project Name:	CCLD Licensing Reform Automation Project
OCIO Project #:	5180-150
Department:	Social Services
Reporting Period:	*From:* 4/1/09 *To:* 6/30/09

Sponsor to Executive Committee

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150

Department: Social Services

Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0** Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	**1** Yellow	The integration of Lotus Notes with Outlook for the Scheduling piece is not going to be seamless. The underlying data structure is not the best architecture for compiling statistical data.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	**0** Green	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0** Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	**0** Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	**0** Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	**0** Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	**0** Green	
	Partial alignment	1		
	Weak or no alignment	2		
	Strong	0		

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150

Department: Social Services

Reporting Period: *From:* 4/1/09 *To:* 6/30/09

9. Value-to-Business	Medium	1	0	Green
	Weak	2		

CA-PMM

Project Name: CCLD Licensing Reform Automation Project

OCIO Project #: 5180-150

Department: Social Services

Reporting Period: *From:* 4/1/09 *To:* 6/30/09

Sponsor to Executive Committee

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**2**	Red	The Notes developer assigned to management reports does not appear to possess the requisite skill level for this task.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**0**	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**1**	Yellow	State resources assigned to LRAP also support production operations.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	
	Moderately Effective	1			
	Ineffective	2			
		Total	**4**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

The Notes developer assigned to management reports does not appear to possess the requisite skill level for this task.